FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00145781-A **Type of Permit:** FILMING **Release Date:** 12/04/2018

Production Company ACTORSGETREAL LLC DBA NO FRAMES LLC

Insured Company Name ACTORSGETREAL LLC DBA NO FRAMES LLC

Contact Phone No. 1 314-651-3517
Contact Phone No. 2
Fax
Address 4630 Center Blvd, Apt 1403
Long Island, New York 11109

Production Title IPANEMA

Type of Production Commercial - Internet

Producer Lisa Arianna

Director Elf Rivera

1st AD Lisa Arianna

Production Manager Melanie Maras

FilmL.A. Coordinator Sarah Neubauer

Location Manager Lisa Arianna
Primary Phone Mobile - 412-720-4007
Secondary Phone Office - 314-651-3517

Location Assistant N/A N/A
Primary Phone Mobile - 000-000-0000
Secondary Phone

Fees

LA CITY DEPT OF REC AND PARKS - FILM USE FEE	$450.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$342.00
FILMLA NON-REFUNDABLE FILM PERMIT RIDER FEE	$109.00
LA CITY DEPT OF REC AND PARKS SPECIAL FACILITY ADMINISTRATION FEE	$150.00
LA CITY DEPT OF REC AND PARKS MONITOR REPORTING FEE	$76.00

Total Permit Fee $1,127.00

Number of Locations 2

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Summary Information — Location

Permit Number	F00145781-A	**Location Manager**	Lisa Arianna
Production Company	ACTORSGETREAL LLC DBA NO FRAME...	Primary Phone	Mobile - 412-720-4007
Insured Company	ACTORSGETREAL LLC DBA NO FRAME...	Secondary Phone	Office - 314-651-3517
Production Title	IPANEMA		

Location Address 532 S Olive St, Los Angeles, CA, 90013

Location Name PERSHING SQUARE

Location Type Park

Location Description LOS ANGELES CITY REC AND PARK (SPECIAL FACILITY) / PERSHING SQUARE

Film Dates 12/4/2018 - 12/4/2018 07:00 - 11:00 1 day

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.

Please see attached documents
63456 - PERSHING SQUARE GUIDELINES.pdf
Downtown Filming Guildelines 2010.03.01.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	12
Vans	4

Personnel on Location

Type	Quantity
Cast	5
Crew	12

Filming Activities Equipment on property; Exterior Dialogue; Exterior models against scenery; Walk and talk at various areas within park. Talent listening to music and lip synching.; Also doing still photos as well with models with scenery at various areas within park.; L.A. City park reference # 63456.;

Jurisdiction **Political:** Los Angeles City - Council District 14 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Summary Information — Location

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Insured Company	ACTORSGETREAL LLC DBA NO FRAME...	Secondary Phone	Office - 314-651-3517
Production Title	IPANEMA		

Thomas Guide **Page:** 634 **Grid:** E4

Approvals

LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE	Isabel Aguilar
LOS ANGELES CITY POLICE DEPARTMENT	Gabriel Aleman

Coordinator Note DUE TO SAFETY/VISIBILITY CONCERNS, WHEN POSTING/LANE CLOSURES ON THE W/S OF OLIVE ST, MIDBLOCK CROSSWALK SOUTH TO 6TH ST, 1 LAPD OFFICER WILL BE REQUIRED AT THE PARKING ENTRANCE OF 523 W. 6TH ST TO ASSIST VEHICLES EXITING THAT LOCATION

Coordinator Note RIDER A RELEASES LOCATION

Coordinator Note DATE: 12/04/18
SPECIAL FACILITY FEE: $150
TIME: 7AM - 11AM (NO MONITOR)

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

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Summary Information — Location

Permit Number	F00145781-A	**Location Manager**	Lisa Arianna
Production Company	ACTORSGETREAL LLC DBA NO FRAME...	Primary Phone	Mobile - 412-720-4007
Insured Company	ACTORSGETREAL LLC DBA NO FRAME...	Secondary Phone	Office - 314-651-3517
Production Title	IPANEMA		

Location Address Ocean Front Walk, Navy St. - Washington Blvd., Los Angeles, CA 90291

Location Name VENICE BOARDWALK

Location Type Park

Film Dates 12/5/2018 - 12/5/2018 08:00 - 17:00 1 day

Open or Closed to the Public Closed

Generic Conditions
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.

Please see attached documents
North Venice Parking Lot Map (Rev2 2017).pdf
Beach reservation guidelines7.07.pdf
2ParkingGuidelines_2012-03-01.pdf
NO SIGNAGE IN SANTA MONICA.pdf
Washington BL July 2009.pdf
Guidelines for Use of Parking Lots in the City of Santa Monica.pdf
Venice Area_September-2017_AK.pdf
Abbot_Kinney_August_2018_AK.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	12
Motor Homes	1
Vans	4

Personnel on Location

Type	Quantity
Cast	5
Crew	12

Filming Activities Equipment on sidewalk only.; Talent walking on sidewalk / boardwalk. Hand held camera or camera on sticks on sidewalk. Talent listening to music while walking on sidewalk/boardwalk and lip synching.; L.A. City park reference # 63456.; Talent ordering an ice cream from outdoor window at Afters Ice Cream shop on the boardwalk.;

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Summary Information — Location

Permit Number	F00145781-A	**Location Manager**	Lisa Arianna
Production Company	ACTORSGETREAL LLC DBA NO FRAME...	Primary Phone	Mobile - 412-720-4007
Insured Company	ACTORSGETREAL LLC DBA NO FRAME...	Secondary Phone	Office - 314-651-3517
Production Title	IPANEMA		

Jurisdiction **Political:** Los Angeles City - Council District 11 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 671 **Grid:** G5

Location Notes OCEAN FRONT WALK, NAVY ST - WASHINGTON BLVD. -- Only use this well-known location if the entire stretch has been cleared by Rec & Parks Film Office.

Approvals

LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE	Isabel Aguilar
LOS ANGELES CITY POLICE DEPARTMENT	Irene Martinez
LOS ANGELES COUNTY DEPARTMENT OF BEACHES & HARBORS	Marisol Camey

Coordinator Note Not permitted for ocean water or sand activities on County Beach. Must park within marked parking stalls using attach map as reference to spaces allowable. Must not leave equipment or vehicles idling in parking lot adjacent to paddle tennis courts at any time. Must not impede ingress and egress of parking lot entrance, exits or traffic ways. Must not impede emergency access zones. Must not impede beach concession operations.

Coordinator Note park film monitor required

Parking

Base Camp
Location Type : North Venice MPI Parking Lot, Venice,
Other Location CA 90291

Crew Parking
Location Type : North Venice MPI Parking Lot, Venice,
Other Location CA 90291

Parking Notes
12/5; 0430-2000 HOURS. 40 SPACES TOTAL.

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

PERSHING SQUARE

- Ok to FILM in PERSHING SQUARE on 12/04/18 from 8 am- 11 am (see plot plan).
- Ok to HAVE handheld equipment, camera, tripod, battery-operated lights, umbrella flash, and bounce boards.
- Ok to FILM talent walking around various areas of Pershing Square.
- IF PATRONS ARE BEING FILMED, THEY MUST HAVE PRIOR APPROVAL
- Ok to PARK at the PERSHING SQUARE PARKING GARAGE on 11/17/18 & 11/18/2018 (see plot plan).
- NOT APPROVED TO HAVE BASE CAMP OR USE THE PERSHING SQUARE PARKING LOT.
- COMPANY MUST FOLLOW ALL GUIDELINES GIVEN BY THE PERSHING SQAURE STAFF.
- Must leave all fire lanes open at all times and do not block any fire hydrants.
- Company does not have exclusive use of parks/parking lots.
- Must work around park patrons, park activities and park maintenance staff.
- No blocking off exits/entrance of driveways.
- No staking. Must be free-standing.
- If tents are being used, they must be secured with sandbags or water barrels.
- If generators are being used, must have plywood or concrete base and must not be underneath any trees.
- Company must get permission from patrons if being filmed.
- If children are being filmed, parents/guardians must be present with approval at all times.
- Company must leave all areas clean after use.
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.

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- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-145781-A
ACTORSGETREAL LLC DBA NO FRAMES LLC - IPANEMA
(PERSHING SQUARE)

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SPECIAL CONDITIONS FOR LOCATION FILMING IN DOWNTOWN LOS ANGELES
(Standard Filming Requirements continue to apply where not superseded below)

1. DEFINITION OF TERMS

a. Downtown Los Angeles, for the purposes of these conditions, shall be defined as the area North to South from the 101 Freeway to the 10 Freeway; East to West from the Los Angeles River to the 110 Freeway.

b. The Downtown Los Angeles Neighborhood Council boundaries (**DLANC boundaries**), for the purpose of these conditions, shall be defined as bordered on the North and East at the 101 Freeway from the 110 Freeway east to Los Angeles Street, south to 4th Street, east to Alameda Street, south to 7th Street, east to the Los Angeles River; on the South by the 10 Freeway from the 110 Freeway to the Los Angeles River; on the West by 110 Freeway from the 10 Freeway to the 101 Freeway. (This area is the same area as defined above as Downtown Los Angeles, but excludes the Little Tokyo and Arts District neighborhoods.)

c. Residential buildings shall be defined as any building with legal residential occupants (mixed-use, adaptive reuse, artist-in-residence (A.I.R.), SROs, residential hotels, condominiums and apartment buildings). DLANC will maintain an accurate and contemporary listing of all residential buildings showing a 100-foot radius from each building so as to identify any areas both inside and outside of that radius.

d. The Broadway Entertainment District (aka Broadway Theatre District), for the purposes of these Conditions, shall be defined north to south as Broadway from 3rd Street to Olympic Boulevard, and east to west from Frank Court to Lindley Place (aka St. Vincent Alley Court), or the equivalent mid-block point to either of these alleys where the alley is not present, including any theater loading facilities, defined as any public or private surface parking lot, parking garage, public street or curb area adjacent to, or utilized by, a theater. If, in the future, the City adopts an ordinance with regulations governing filming in this area, such regulations shall supersede these Filming Conditions.

e. The Old Bank District residential overlay, for the purposes of these Conditions, shall be defined as the area bound by South Spring St., West 5th St., West 4th St., and Werdin Pl.

2. FILMING STANDARD HOURS AND DAYS

a. Filming activity, or any production-related activity including but not limited to activities such as base camps, catering, generators, etc., within the **DLANC boundaries** is restricted to the hours of 6:00 a.m. to 11:00 p.m. within a 100-foot radius of any residential building. Filming activity in the **Broadway Entertainment District** is restricted to the hours of 6:00 a.m. to Midnight within a 50-foot radius of any residential building. **Old Bank District** is restricted to the hours of 7:00 a.m. to 10:00 p.m. within a 100-foot radius of any residential building**.** No extension of the standard filming hours for

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filming or any disruptive production-related activity shall be allowed until a signature survey has been properly submitted. Proof of signature surveys shall be made available to DLANC upon request.

b. No film permits may be issued along Main and Spring Streets from 2nd to 9th Streets, or on any block of 2nd through 9th Streets between Los Angeles and Spring during the Downtown Art Walk, currently held on the second Thursday of each month. Filming inside of private buildings or entirely on private property during this time is permitted so long as there are no external impacts.

c. No filming may be conducted in close proximity to major public events anywhere in Downtown Los Angeles as permitted by the LAPD, or identified with 30 days notice to the City's Designated Film Permit Contractor by DLANC. Film permits may be considered in light of major public events on a case-by-case basis so long as their issuance will not cause further disruption to Downtown businesses and residents during such events.

3. RESIDENTIAL AND MERCHANT PROTECTIONS IN THE DLANC BOUNDARIES

a. A film permit may include no more than 300 feet of curb lane per city block for the parking of film production vehicles, crew or equipment. Requests for additional amounts of curb lane shall require a signature survey. The **Broadway Entertainment District** is exempt from this restriction.

b. Production personnel (and equipment utilized by the production company) shall not block the sidewalk area in front of an open commercial business or a residential building, including residential patios, windows, doorways, or entryways, unless the production company has secured the permission of the merchant and/or property owner. Where the commercial business is one that is primarily open in the evening and nighttime hours, the production company, their cast and crew may not block the access to and signage of such establishment (as seen from the street), without permission of the merchant and/or property owner during the hours of operation of the business.

c. Customers, employees, residents, and guests of affected properties shall be allowed free ingress/egress to all buildings, merchants, and parking facilities. Arrangements shall be made to ensure access to deliveries, trash pickup, residential move-in/move-out, and vendor access to the properties/merchants during productions.

d. All commercial businesses must prominently post hours of operation and contact phone numbers, and residential buildings must have a designated contact person authorized to give permission. Special events held by commercial businesses, outside of normal business hours, must also be posted in advance, and production companies must provide full access and visibility during such events.

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4. NOISE, FUMES, AND LIGHTING WITHIN THE DLANC BOUNDARIES

a. Generators, portable toilets or toilet vehicles, and outdoor food preparation using charcoal or gas grills must be a minimum of 50 feet (horizontally) from any residential window or entrance. If it is physically impossible for a generator to be a minimum of 50 feet from residential windows or entrances, the generator shall be placed as far away as possible and vented away from residential windows and entrances. However, under no circumstances shall a generator be placed directly underneath a residential window.

b. Film productions must focus lighting on the filming area only and make every effort to shield the lighting from adjacent properties, pedestrians, and patrons of commercial businesses at all times. Exceptional lighting (e.g., Musco and Bebee lighting) outside of regular filming hours shall not be allowed without a signature survey of the affected merchants and/or property owners. **Signature survey shall be required for Exceptional lighting within the Old Bank District between the hours of 6:00 p.m. and 6:00 a.m.** Under no circumstances shall lighting be directed onto oncoming traffic.

c. Film production companies are required to completely remove all trash, food, and cardboard boxes, etc. from the general vicinity at the end of each filming day. Film production companies will be held responsible for the actions of catering companies they employ to provide food for the cast and crew.

5. SPECIAL REQUESTS AND EXCEPTIONS REVIEW AND NOTIFICATION WITHIN THE DLANC BOUNDARIES

a. Helicopters shall not be granted permits for landing at non-certified helipads before and after approved filming hours. All aerial filming productions must provide upon request a copy of an approved FAA Form 7711-2, or other official waiver, along with a copy of the briefing on the flight operations for all participating persons or property.

b. No film permit shall be construed as a waiver of 14 CFR § 91.119, 14 CFR § 91.515(a) or 14 CFR § 91.303(e), dictating federal flight altitude regulations, for purposes of non-participating persons or property (see attachment).

c. Notification beyond the standard 500-foot radius will be made to affected residents and merchants for high impact activity that is likely to cause interference with adjacent properties of people such as car chases, simulated gun fire, explosions, screams for help and other loud noises, helicopter activity, road closures or other such exceptional activities that might cause a police response to the filming location. High impact filming activity must be preceded by notifications at least two days in advance. The City's Designated Film Permit Contractor or the production company shall consult a designated DLANC representative when an applicant requests a permit for high impact filming activity with less than two days notice.

d. Due to the location of building air intake systems on Lower Grand Avenue, no special effects, including smoke, steam or fog, may occur in that area without first obtaining

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clearance from the appropriate building contacts and maintenance engineers. Contact must be made at least 48 hours prior to the proposed effect(s).

6. FILMING-RELATED CONGESTION WITHIN THE DLANC BOUNDARIES

a. The City's Designated Film Permit Contractor will ensure that the impact from filming at recurrently used locations is minimized to the affected residents and businesses.

b. In rush hour restricted lanes, as designated by LADOT, no Intermittent Traffic Control (ITC) shall be permitted during Rush Hours (7:00 a.m. – 9:00 a.m. and 4:00 p.m. – 7:00 p.m., Monday through Friday). No simultaneous closures or ITC of both the Second and Third Street Tunnels will be permitted.

c. Production companies shall request the posting of "no parking" signs, lane or street closures with LADOT for the day(s) that they are "on site" only. When closures are not necessary for the day(s) requested, production companies shall report the changes to the City's Designated Film Permit Contractor, who shall notify LADOT, who must revise and/or remove parking signs, as necessary.

d. Production companies must provide adequate detour and directional signage when street closures are in place, conforming to current LADOT standards and practices. Detour routes must accommodate large, semi and tractor trailer trucks and public transit vehicles.

7. ENFORCEMENT OF CONDITIONS

a. In accordance with the terms of their work permit issued from LAPD, off-duty or retired police officers must, upon reporting to a work site, review and ensure compliance with conditions outlined on the filming permit. Officers shall ensure compliance with arrival and departure time, and shall not allow any activity or conduct that is in violation of local or state law, nor allow any filming condition that is not authorized by the permit. Variations from the requirements of the permit are not allowed unless approved by an authorized representative of the City's Designated Film Permit Contractor.

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ATTACHMENT

(Note: The following are the most current federal flight altitude regulations as of November 2007. The regulations could change at any time.)

§ 91.119 Minimum safe altitudes: General.

Except when necessary for takeoff or landing, no person may operate an aircraft below the following altitudes:
(a) Anywhere. An altitude allowing, if a power unit fails, an emergency landing without undue hazard to persons or property on the surface.
(b) Over congested areas. Over any congested area of a city, town, or settlement, or over any open air assembly of persons, an altitude of 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet of the aircraft.
(c) Over other than congested areas. An altitude of 500 feet above the surface, except over open water or sparsely populated areas. In those cases, the aircraft may not be operated closer than 500 feet to any person, vessel, vehicle, or structure.
(d) Helicopters. Helicopters may be operated at less than the minimums prescribed in paragraph (b) or (c) of this section if the operation is conducted without hazard to persons or property on the surface. In addition, each person operating a helicopter shall comply with any routes or altitudes specifically prescribed for helicopters by the Administrator.

§ 91.515 Flight altitude rules.

(a) Notwithstanding §91.119, and except as provided in paragraph (b) of this section, no person may operate an airplane under VFR at less than—
(1) One thousand feet above the surface, or 1,000 feet from any mountain, hill, or other obstruction to flight, for day operations; and
(2) The altitudes prescribed in §91.177, for night operations.

§ 91.303 Aerobatic flight.

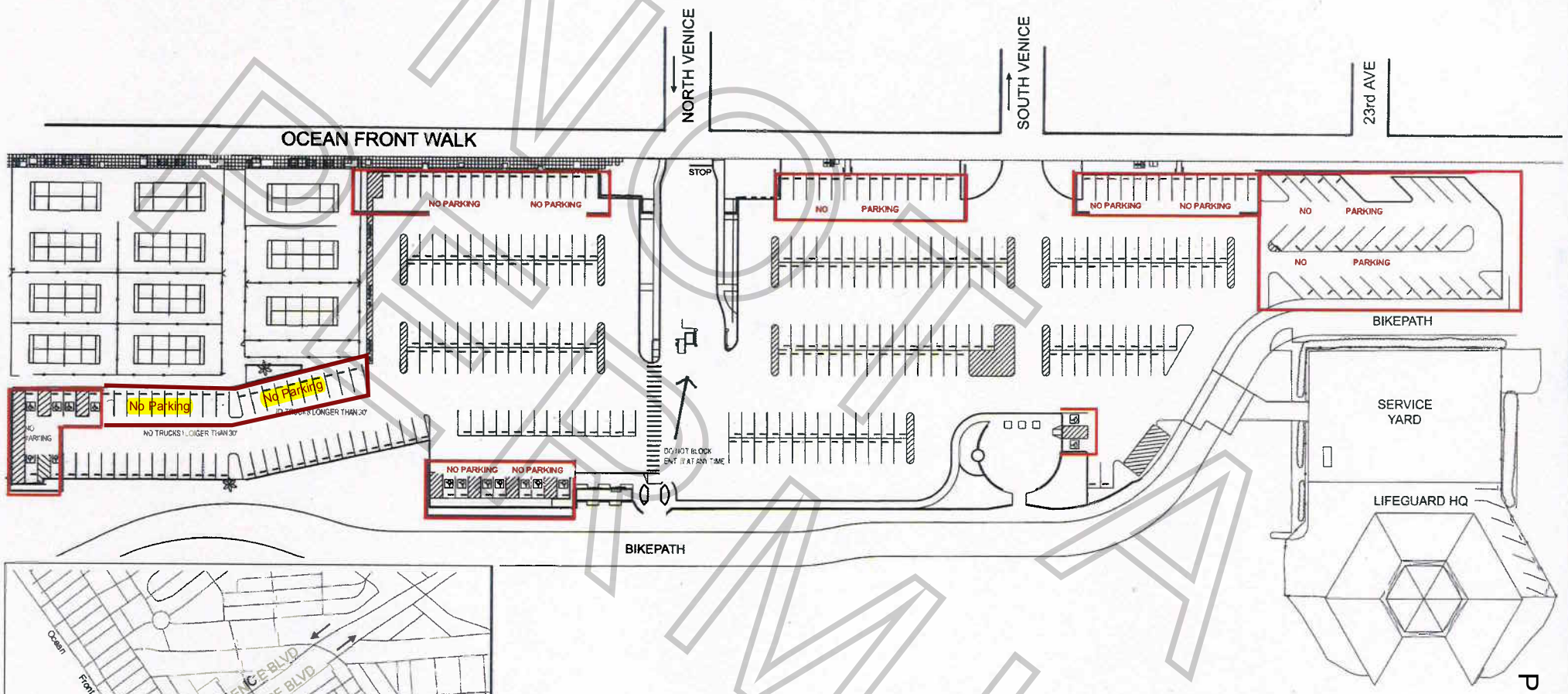
No person may operate an aircraft in aerobatic flight—
(a) Over any congested area of a city, town, or settlement;
(b) Over an open air assembly of persons;
(c) Within the lateral boundaries of the surface areas of Class B, Class C, Class D, or Class E airspace designated for an airport;
(d) Within 4 nautical miles of the center line of any Federal airway;
(e) Below an altitude of 1,500 feet above the surface; or
(f) When flight visibility is less than 3 statute miles.

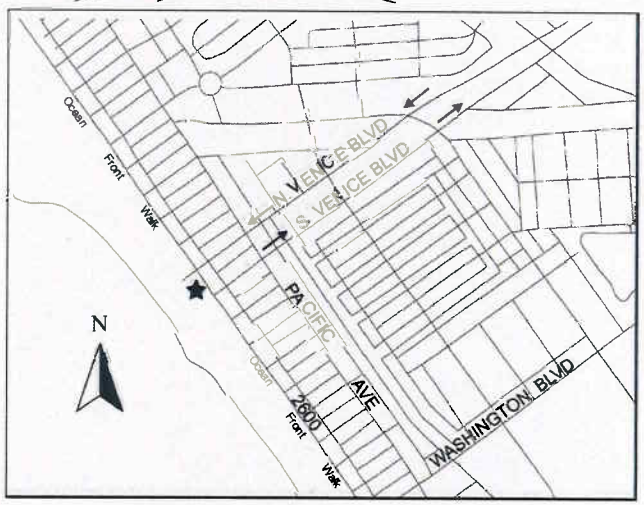
For the purposes of this section, aerobatic flight means an intentional maneuver involving an abrupt change in an aircraft's attitude, an abnormal attitude, or abnormal acceleration, not necessary for normal flight.

[Doc. No. 18834, 54 FR 34308, Aug. 18, 1989, as amended by Amdt. 91– 227, 56 FR 65661, Dec. 17, 1991]

DRAFT PERMIT

VENICE CITY BEACH
VENICE BLVD PARKING LOT





Map not to scale.

REGULAR SPACES	337
DISABLED	15
TOTAL	352

L.A. COUNTY DEPARTMENT OF BEACHES AND HARBORS Revised 10 / 2008 - CLS

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Permit #FP-14-57-01-A

PENDING PERMIT

LOS ANGELES COUNTY BEACHES & HARBORS
BEACH RESERVATION AND FILM PERMIT PROCEDURES

Contacts

- Marisol Camey, Film Coordinator
  (310) 305-9549 (officer)
  mcamey@bh.lacounty.gov

- Pam Miller, Film Coordinator (back-up)
  (310) 574-6756 (office)
  pmiller@bh.lacounty.gov

- The permit section of Beaches & Harbors for processing film permits is open Monday – Friday, 7:00am – 3:30pm.
- Pam Miller serves as Marisol Camey's back-up on her days off and can be reached between the hours of 7:00am – 2:30pm.

Guidelines for Beach Reservations

- Camps have priority over Special Events and Filming.
- Reservations are on a first-come/first-serve basis.
- Companies may submit a request to reserve beaches by using FilmL.A.'s **Beach Reservation Request Form**. (*The $20.00 reservation fee per day/per beach is no longer collected.*)
- Lifeguard and maintenance services require a 24-hour notification to hire and cancel (NO EXCEPTIONS). If a cancellation is not reported within the 24-hour timeframe, the company will be billed at a 4-hr minimum charge.
- Coordinators must not give a quote for lifeguard fees. Companies must contact Beaches and Harbors for lifeguard fees. Lifeguard service rates are based on rank and function and will be determined only by the Lifeguard Department.

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Reservation Steps / Notes

1. Beach Reservation request must be filled out as completely as possible identifying the beach's tower number or reference point. Companies are allowed a maximum of (2) towers per beach, **a MAXIMUM OF (3) Beaches for maximum of (5) days only**.
   - **Proposals** must be sent to B&H with/on Reservation Request. Information required on proposal includes:
     - Production Activity
     - Cast and Crew size
     - Area of Beach requested
     - Parking
     - Production Type
   - Complex proposals *must be submitted in writing*; simple proposals may be obtained verbally.
2. Check the Beach Calendar for availability. Highlighted dates/sections mean a special event is scheduled on that day. Refer to the Beach Event Calendar book for event details. Companies must choose a different tower/area if the desired location is taken by an event or must get the approval from B&H before proceeding.
3. Check current conditions, restrictions, notes, and emails in Beach Book.
4. When logging-in Reservations:
   - For Reservation only: *R + Reservation* Number (*example*: R 37062).
   - Permit Application received with no permit number assigned yet: *P____ + Coordinator Name* (*example*: P_____ Asia).
   - When Coordinator requests a tower, the permit number must be provided: *P + Permit Number* (*example*: P-14014).
5. Fax the reservation form to B&H. Their office will send back the reservation form with their initials as confirmation. Please do not assume it's confirmed until we receive the permit back or until you hear from B&H Dept.
   - **Reservations pending approval or reservations in conflict must be kept on hand in the respective appropriate tray.**
6. Fax back a copy of the reservation form with the assigned reservation number to the company when necessary (*e.g.* multiple reservations, conflict resolution with other production companies or as a form of confirmation that we've noted the reservation request).
   - If the form was sent by e-mail attachment, we may confirm by just replying to their e-mail.

NOT A PERMIT

Reservations Made through Permit Application

- Will be handled by Permit Assignment desk.

Conflicts with Special Events / Other Production Companies

- If a beach reservation conflicts with a special event or a reservation made by another production company, Permit Administration staff must coordinate directly with the requesting company's location manager/representative and ask for other location options like alternate towers/areas and/or dates. Staff must resolve the conflict first before logging this in the beach book or starting a permit.
- If a reservation is noted on the beach book and a request was received for the same date/(s) & location, staff must inquire from the 1st company if a permit application will be submitted for this location or if all the dates on-hold will be used. If not, the 1st company can release their hold to make way for another production to reserve the beach.

  ** Permit Administration staff must take note of the second company's information and inform them once the 1st company has released the date/s. If a 3rd and 4th company calls for the exact same beach/date, they will be informed that another company has already been waiting for the reservation to be released to made aware that they are not first in line.

Cancellations

- Staff must get this reservation cancellation in writing either by the Original Production Company or Permit Service completing a **Beach Cancellation Form** or by having them fax or e-mail FilmL.A. a note to cancel their hold. Staff must obtain either of these directly from the company and coordinate with both parties. Permit Administration staff must not ask the secondary company to get the release.

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PARKING GUIDELINES
FOR THE USE OF COUNTY PARKING LOTS
OPERATED BY PARKING MANAGEMENT COMPANY

1. Companies must make parking arrangements for parking in L.A. County parking lots with DBH's parking contractor prior to first film date.

2. All production companies must have prior authorization for in/out parking privileges in any L.A. County parking lot. Arrangements must be made in advance with DBH's parking contractor. Film companies paying upon entry, without prior arrangements, will not be allowed in and out privileges.

3. All production vehicles must display a parking receipt on dashboard of vehicles and must only enter lots during approved/authorized dates and times. Failure to display parking receipts on dashboard of vehicle or unauthorized entry will result in a parking citation.

4. The production company may not block public or emergency access or park vehicles in any front row adjacent to local businesses at Venice Beach at any time (see parking lot maps).

5. The production company is prohibited from parking in disabled parking spaces, short-term metered parking and from blocking any pay stations at any time (no exceptions).

6. A walkthrough is to be conducted after the production company has parked all of its vehicles. This walkthrough is to be done by the location manager (or designated representative) and a parking contractor supervisor to determine the exact number of spaces being utilized and that number is called into the parking contractor's office. The location manager must make arrangements to meet again with the parking contractor supervisor at a designated time to confirm spaces prior to vacating the parking lot and again that number is called into the parking contractor's office.

7. The production company will be invoiced for any additional spaces occupied by cast/crew members' cars, equipment vehicles and cone-off spaces.

8. Production companies wanting to use parking spaces at one of the parking contractor operated parking lots on the beach or in the Marina del Rey area must contract the parking contractor directly (310.821.1081) and speak with office management. Normal business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

9. Parking fees are not included on film permits. A film permit number must be provided to the parking contractor and the contractor will provide the production company estimated charges for the use of the parking lot(s). Payment arrangements must be made with the parking contractor directly at least one business day prior (and before 4:00 p.m.) for the use of the parking lot(s).

10. Cancellation of a parking contract must be done at least one day prior. Refunds will be given within ten to twelve weeks.

11. A parking contract does not constitute a film permit.

12. Sign removal in L.A. County parking lots is prohibited.

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City of Santa Monica
Transportation Engineering & Management Division
Post Office Box 2200, Santa Monica, California 90407-2200

NOTICE

To: Applicants for Film Permits in the City of Santa Monica

From: Transportation Engineering & Management Division

Subjects: Directional and Other Signs

Use of Temporary No Parking Signs

Please be advised that the posting of advertising, directional or other types of signs in, or visible from, public rights-of-way is prohibited by Chapter 9.52 of the Santa Monica Municipal Code. Any such signs will be removed and destroyed by City forces. And, you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

Temporary No Parking signs are available to facilitate your filming activities from the Public Works Permit Counter. You are responsible for the installation and removal of such signs. You will be provided with a sheet of instructions when you pick up the signs. Temporary No Parking signs must be removed immediately after your film shoot is completed. Any Temporary No Parking signs not promptly removed will be removed by City forces. And you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

In order to avoid such problems, we respectfully request your voluntary compliance.

Should you have questions, please contact the Transportation Engineering & Management Division at (310) 458-8291 or traffic.engineering@smgov.net.

NOT A PERMIT

SPECIAL FILMING CONDITIONS
WASHINGTON BOULEVARD BETWEEN PACIFIC AVENUE AND THE VENICE PIER

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

- **Affected residents/merchants/businesses must be notified at least two (2) days in advance of the first day of filming or the first day of any substantial set preparation.** *Permit requests must be submitted to FilmL.A. at least three (3) days in advance.*
- **No more than one filming permit shall be issued for any one filming date.**
- **It is strongly recommended that production vehicles be parked in the Washington parking lot at the end of Washington Boulevard.** This must be indicated on the permit and cleared with The Department of Beaches and Harbors. Production companies are also required to secure a contract with P.C.I. for use of the lot. ***PARKING IN THE WASHINGTON BL LOT WILL ONLY BE ALLOWED BETWEEN THE HOURS OF 7:00 AM AND 10:00 PM. NO OVERNIGHT PARKING.***
- **Companies may request posted parking on Washington Boulevard for working trucks. They will be required to do a Filming Survey of all merchants within the posted area.** Signatures must be done on approved FilmL.A. posted parking Survey form.
- **No cast and crew parking permitted on area streets. Off-street parking must be provided.**

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CONDITIONS FOR USE OF PARKING LOTS FOR FILMINGS, PHOTOSHOOTS, AND BASECAMPS IN THE CITY OF SANTA MONICA

****These conditions only apply to production companies approved to use City-owned lots and do not imply permission to use any City lot****

1. Available Lots:
    a. The ONLY lots available for rental are Beach Lots 4 and 5 South, and Beach Lots 1 North through 8 North. There are no exceptions. Requested parking lot(s) must be clearly stated in the base camp/crew parking portion of your Film LA. permit. Applying for a Film L.A permit does not guarantee use of the parking lots. The City of Santa Monica Parking Department has final authorization regarding use of the parking lots. A parking application must be submitted to the Parking Department in addition to the submittal of the Film L.A permit.

2. Space Availability:
    a. The amount of spaces available for purchase can vary depending on the time of year. As a starting point, no production company may rent out more than half the available spaces of any lot. During certain times of the year (i.e. spring break, summer, any other special events, etc.), additional restrictions will apply regarding space availability, if any.

3. Restrictions:
    a. The production company can only use the spaces that have been purchased and reserved for them.
    b. Parking must be finalized no later than 72 business hours before the production date. There will be no adding of spaces after that time or on the day of filming.
    c. The RESERVED area will be set up the night before by the parking operator, usually at 10pm. There is no guarantee that there will be not be any vehicles already parked in the RESERVED area by the shoot date. It is the production company's responsibility to ensure no other vehicles park in the RESERVED area upon possession of the space. The City merely sells the spaces and sections it off.
    d. At no time can the production company extend the basecamp or deny transient parkers access to the parking lot.

4. Basecamps/Reserved Parking:
    a. Production companies must park all vehicles and materials/equipment within their RESERVED event space. Any vehicles parked outside the event space will need to show proof of payment of the Daily parking rate for that individual vehicle or become subject to citation.

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b. Depending on the size and location of the RESERVED area, production companies may be required to pay for any parking spaces used to divert traffic around the RESERVED area. This is to prevent traffic from driving through the RESERVED area and to keep the traffic flowing smoothly within the lot. These spaces are also procured at the RESERVED rate of 3x the Daily rate.

5. Unreserved Parking:
   a. Production companies may purchase UNRESERVED parking for vehicles they wish to park outside their event space. The UNRESERVED parking is the Daily rate of the lot for that specific date and will allow the parker to stay past sunset.
   b. UNRESERVED parking is for the parking of vehicles ONLY. The production company may not use UNRESERVED parking for setting up any basecamp activities such as tents, chairs, wardrobe, generators, storing of materials, etc.
   c. The purchase of UNRESERVED permits requires the production company to pick up the permits from the City parking office, however, payment is still made directly to Film LA.
   d. The UNRESERVED parking permit must be displayed in the vehicle upon entering the lot and must be displayed in the vehicle at all times. Failure to display the permit is subject to citation. UNRESERVED parking is on a first-come, first-serve basis and does not guarantee a parking space in the lot.

6. Pay-Upon-Entry:
   a. Production companies also have the option to Pay-upon-entry at any City facility. This is only for productions that do not need any basecamp or RESERVED parking.
   b. Paying-upon-entry is for productions that wish to have all their vehicles pay at the cashier booth or pay machine upon entering the lot on the day of production.
   c. Production companies are prohibited from purchasing extra spaces to set up any basecamp activity. Paying-upon-entry is simply parking a vehicle and then leaving the lot.
   d. Production companies may inquire with the City of Santa Monica to confirm which City facilities are available for Pay-upon-entry.

7. Cancellation Policy:
   a. Cancellations for RESERVED parking and UNRESERVED parking must be made more than 48 business hours of production date. Cancellations made within this time period will be honored at no cost to the production company.
   b. Cancellations for RESERVED parking and UNRESERVED parking made within 48 business hours will not be honored. NO refunds will be given.
   c. Cancellations for Pay-upon-entry requires no notification as no parking fees are associated with the Film LA permit.

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SPECIAL FILMING CONDITIONS
VENICE AREA

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

For purposes of these guidelines the Venice area is Santa Monica City limits to the north, Lincoln Boulevard to the East, Pacific Ocean to the west and Washington Boulevard to the South (including the Strand which is Pacific Avenue, Washington Boulevard, Via Marina, and the Pacific Ocean)

- **Affected residents and merchants must be notified at least two (2) days in advance of the first day of filming or the first day of any substantial set preparation.** *Permit requests must be submitted at least three (3) days in advance.*

- **Filming on holidays and weekends is generally not permitted**, especially during the summer. Exemptions may be granted on a case-by-case basis. Factors such as size of company, exact location and scope of intended filming, time of year, and anticipated impact on local parking will be considered when reviewing requests for such exemptions.

- **No vehicles shall be driven or parked on Ocean Front Walk between the hours of 10:00 a.m. and 7:00 p.m**. unless approved by The Department of Recreation and Parks.

- **Speedway shall not be used for parking of vehicles or equipment and must remain open to emergency vehicles.**

- **All vehicles and equipment (including private automobiles) associated with the production company shall be legally parked unless specific exemption is granted by the film permit.** No vehicles or equipment shall be permitted to park on Ocean Front Walk or the Venice Recreation Area property unless approved by The Department of Recreation and Parks. The use of private parking lots is strongly encouraged. Publicly owned parking lots in the area are managed by Modern Parking and must be added to the filming permit and cleared with the appropriate agency.

- **Use of Los Angeles County beach parking lots have the following restrictions:**

    - **The Washington Boulevard lot is restricted to parking only between 7:00 a.m. and 10 p.m**. No community survey will be allowed for additional hours.
    - **Rose Avenue and Venice Boulevard lots require a community survey from affected residential buildings for any activity (parking or filming) prior to 7:00 a.m or after 10:00 p.m.**

- **Traffic control on all area streets shall be limited to a maximum of two (2) minutes.**

- **It is the responsibility of the production company to deploy sufficient police officers to ensure that traffic flow in the area is not unreasonably hindered.**

- **Additional Special Filming Conditions apply to filming on Washington Boulevard between Pacific Avenue and the Venice Pier, Abbot Kinney Boulevard, and Venice Beach.**

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SPECIAL FILMING CONDITIONS
ABBOT KINNEY BOULEVARD AREA OF VENICE

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

The Abbot Kinney Boulevard area is a diverse, mixed-use community which includes Abbot Kinney Boulevard between Venice Boulevard and Main Street, and adjacent streets. The area is comprised of small shops, restaurants, single family homes, apartment buildings and artists lofts. The following conditions have been established to mitigate the concerns of local residents and merchants, and to provide for an equitable use of the area.

- **Affected residents/merchants/businesses within 500 ft. of any filming activity (including production equipment parking, cast/crew parking, or catering) must be notified at least two (2) days in advance of the first day of filming or the first day of any substantial set preparation**. *Permit requests must be submitted to FilmL.A. at least three (3) days in advance.*

- **Production companies must notify the Abbott Kinney Merchant Committee at least two (2) days in advance of the first day of filming or the first day of any substantial set preparation.** The current contact for the Abbot Kinney Merchant Committee is Tiffany Kilgore (424) 272-7133 filming@abbotkinneyblvd.com

- **Cast and crew may not park on area streets.** Off-street parking must be provided for personal vehicles.

- **Production equipment parking and the posting of "No Parking" signs should be kept to a minimum** in order to reduce any negative impact to the local merchants. Equipment parking on Abbot Kinney Boulevard will be limited to 150 feet during regular business hours (10:00a.m. to 5:00 p.m.) and may not block access to open shops and businesses. **Equipment may only be parked in front of businesses that indicate their approval using the FilmL.A. Filming Survey process, or in front of businesses that are clearly vacant or closed during the hours of activity.** Production companies may also request an additional 150 ft of posting on area side streets (excluding Santa Clara Avenue) for a total of 300 ft of posting within the area.

- **Friday, Weekend or holiday filming is generally not permitted** unless a Filming Survey is done of the affected business for the proposed activities on a FilmL.A.-authorized Filming Survey.

- **The use of City lots # 616, #617 and #759 are not permitted.**

- **Winter holiday season filming activities which involve exteriors, the use of sidewalks or streets, or public parking facilities will not be permitted during regular business hours for the two weeks preceding Christmas Day,** unless approved by the Permit Authority. Approval will be based on an authorized Filming Survey of affected businesses demonstrating substantial support of the activities.

- **A FilmL.A. Monitor will be assigned to encourage compliance with the permit and conditions.** The Monitor will generally arrive at the designated location 1 hour prior to the permit start time to note proper arrival time and remain with the production company during all filming-related activities and ensure proper departure time.

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